



**Court Services and Offender Supervision Agency for the District of Columbia**

*Community Supervision Services*

*Office of the Associate Director*

**MEMORANDUM**

**TO:** CSS Community Supervision Officers

**FROM:** Thomas H. Williams, Associate Director

**DATE:** July 16,2002

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**RE: Supervised Releases/Loss of Contact**

On June 21,2002, SCSO Mary Anna Portner brought to my attention that the DC Jail had released an offender at the conclusion of his sentence whom the judge had ordered to a term of supervised release. The major problem presented is that neither the Agency nor the USPC was advised of the offender's supervised release status. Through SCSO Portner's efforts, we were able to obtain a supervised release certificate for the offender and make a CSO assignment

In response to this problem, I convened a meeting on July 9,2002, with officials from the Court, us PC, DC Jail, and BOP. Following is the agreement reached:

- 1) Effective July 15,2002, in any case where the offender is sentenced by the Court to a term of incarceration followed by a period of supervised release, the defendant will be required to sign the supervised release certificate at the conclusion of the sentencing hearing;
- 2) The BOP will have all DC Code offenders, who are housed in their facilities, sign a supervised release certificate prior to release;
- 3) BOP staff will give specific instructions to all DC Code offenders to report to their CSO within 72 hours after release. (This special instruction is to be cited in the RA V if the offender becomes a loss of contact by failing to report after release.);
- 4) TIPS staff will ensure that any inmate who is a supervised releasee will sign the supervised release certification prior to release; and
- 5) The DC Jail staff will canvass its population to identify any inmate with a condition for supervised release and will contact the USPC for a supervised release certificate for signature by the inmate prior to release.

Each of you must review the case file of all supervised releasees to ensure that a signed supervised release certificate is on file. If the case file lacks the offender's signed supervised release certificate, advise your supervisor immediately so your supervisor can obtain a supervised release certificate form the USPC.<sup>1</sup>

It has also been brought to my attention that a few of you have a supervised releasee who is in a loss of contact status; and a signed supervised release certificate is not on file. The USPC is prohibited by statute from issuing a retake warrant on any offender who has not been advised of the conditions of his/her release.

With respect to these types of cases, staff are to forward an informative report to the USPC advising that the offender was released from incarceration without signing a supervised released certificate. The report is to include in detail the efforts made by the CSO to locate the offender. The CSO is to conclude the report by advising the us PC that a follow-up report will be submitted within thirty (30) days.

Every effort is to be conducted to locate 'the offender. Your supervisor will provide guidance to you with respect to the additional efforts that are to be made to locate the offender and bring him/her into compliance.

By Tuesday, July 23,2002, an e-mail is to be sent to Erika Evans of my office with a copy (cc) to your Branch Chief which lists any offender who is a supervised releasee in a loss of contact status, and did not sign the Supervised Release Certificate.

Lastly, I want to underscore that resolving the status of loss of contact offenders is your ***highest case management priority***. You are required to keep your supervisor advised of all loss of contact cases and resolve these cases in accordance with Agency policy and guidance by your supervisor.

cc: Mr. Morris  
Ms. Collins  
Ms. Kafami  
Branch Chiefs  
SCSOs

Information copy: Mr. Hendricks  
Ms. Mosley

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<sup>1</sup> Do not confuse a sentenced inmate to be followed by supervised release with an offender with a judicial order to be placed in a halfway house as a condition of probation. The new DC Sentencing Refoml Act abolished parole in favor of supervised released and provided that the sentencing judge can order the offender to reside in a halfway house up to a year as a condition of probation.